

Compliance Officer

Department: Strategic Policy, Performance and Population

Division: Office of the Jersey Charity Commissioner (JCC)

Reports to: Head of Office of the Jersey Charity Commissioner

JE Ref: SPPP1039.1

Grade: CS 7

JE Date: 29.08.2024

Job purpose

This post supports the Head of Office regarding the operational responsibilities of the Charity Commissioner to ensure the effective and efficient delivery of the Commissioner's statutory functions, in accordance with legislation.

The Postholder will will deliver the Commissioner's vision and values, ensuring effective regulation and registration of charities.

The Postholder will build and sustain credibility with the public who use charity services, and with charities by promoting a regulatory approach that ensures compliance with Regulations and Standards, challenges poor performance and supports continuous improvement.

Job specific outcomes

Analyse applications for registration and annual returns, providing the Head of Office with recommendations as to whether the charity test is met in accordance with the Charities (Jersey) Law 2014.

Prepare reports summarising new applications and contacting charities where submissions are incomplete or further information is required to enable the Commissioner to administer the charity test.

Determine whether annual returns meet the requirements of the Law and validate them so that the public register is maintained and is kept up to date.

Develop systems to ensure that late filing is captured and non-compliance with regulations responded to in a proportionate manner and in accordance with the Law

Prepare meeting notes, as and when required. Specifically for quarterly meetings with the relevant Government department, ensuring all discussions are noted accurately and any actions arising from these discussions are clearly tabled. Ensure that these meeting notes are promptly circulated to all attendees so that the Office of the Charity Commissioner retains accurate information in relation to it's functions

Keep the register of complaints updated and where necessary create meeting notes and event timelines to ensure the office has a full clear picture of correspondence and timing of circumstances.

Update the register of new charity applications to ensure timely updates and feedback to applicants and to ensure the Head of Office can clearly see the status of submitted applications

From time to time undertake research and statistical projects at the request of the Head of Office or the Commissioner and present these findings in such a way that is useful for the better understanding of the charity sector.

Review and keep up to date with current legislation and changes to relevant legislation within Jersey and other jurisdictions such as the UK and Scotland to ensure procedures remain up to date with best practice.

Offer continuous suggestion of improvement for working IT programmes and internal systems and procedures to support the most efficient operational processes for the office.

Writing and updating internal operating procedures compliant with the law to ensure effective business continuity

Support and train any temporary members of staff in the process of approving annual returns and other administrative functions so that consistent practice is maintained

Act as the first point of contact for queries and contacts from the public, dealing with communications in a professional and calm manner and ensuring communications are forwarded to the most appropriate individual or team in a timely manner. In their absence, ensure that accurate messages are passed on. This will involve liaising with people from all sectors of society both locally and globally, including private, public and professional people and a high degree of professionalism and sensitivity is therefore essential. These activities will contribute to the team's responsiveness and so enhance transparency

Provide comprehensive, effective and confidential office management and administrative service to the Office of the Jersey Charity Commissioner and to the Commissioner and staff ensuring that the office operates effectively and efficiently.

Administer the procurement process, ensuring goods and services are accurately ordered and are delivered on time. Accurately code and check invoices, petty cash and expenses claims. These activities will improve value for money and compliance with team and corporate policies and procedures.

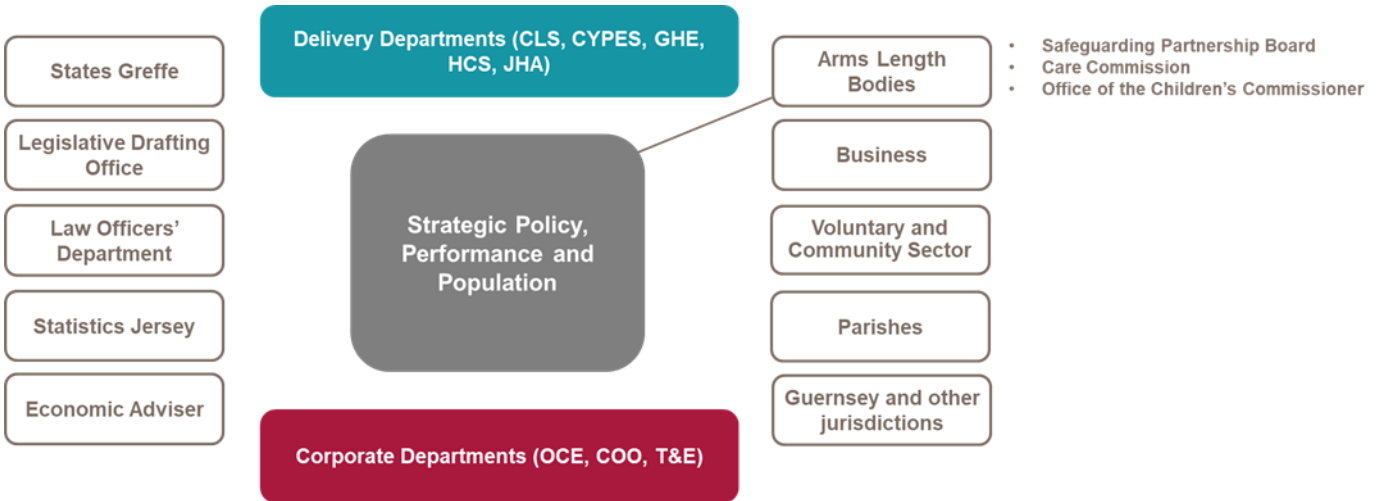
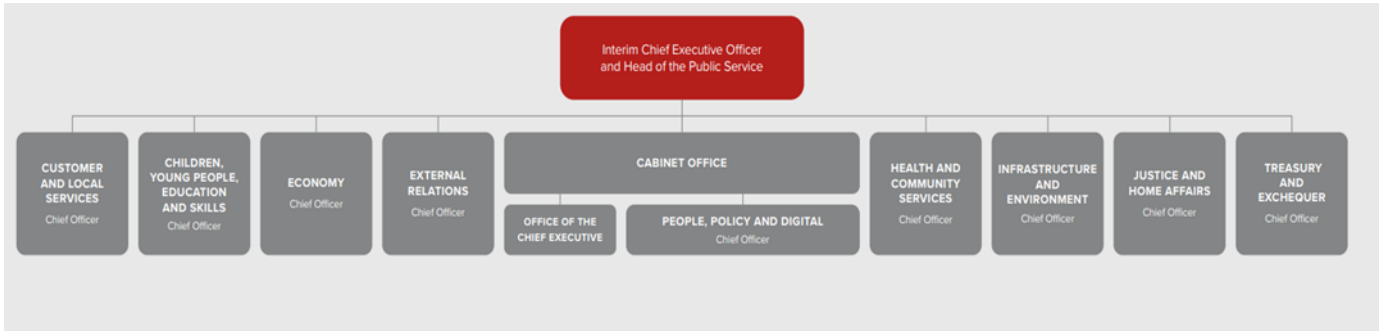
Statutory responsibilities

post holder is accountable for delivering effective regulation on behalf of the Charity Commissioner for the following legislation:

- Charities (Jersey) Law 2014

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational Structure



The Jersey Charity Commissioner is established under the Charities (Jersey) Law 2014 as a body corporate with perpetual succession and is independent of the Ministers and the States. The Jersey Charity Commissioner’s staff, who are States Employment Board (SEB) employees, are appointed and managed by the Jersey Charity Commissioner in accordance with SEB codes, policies and procedures. The Jersey Charity Commissioner will appoint and manage those staff in accordance with the relevant SEB policies and procedures but they are to be treated as a member of the Commissioner’s staff for the purposes of the Law. This means that the direction of the Charity Commissioner takes precedent in all day-to-day work matters, priorities and activities, and staff must maintain their independence, as they are acting on behalf of the independent Charity Commissioner.

The Compliance Officer reports directly to the Head of Office.

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>2 A Levels or a vocational qualification, e.g. NVQ</p> <p>Level 3 in Business Administration.</p>	<p>Certificate in Charity Law and Governance” through the Chartered Governance Institute of UK & Ireland</p>
Knowledge	<p>Understanding of the importance of partnership working.</p> <p>An interest in the charitable and voluntary sector</p>	<p>Knowledge of the States of Jersey corporate policies such as Data Protection, Freedom of Information.</p> <p>Knowledge of States of Jersey financial management procedures and experience using Supply Jersey.</p>
Technical / Work-based Skills	<p>Highly organised; able to deal with multiple competing priorities and a high workload.</p> <p>Excellent IT skills – fully conversant with MS Office packages, particularly Outlook, Excel and Word.</p> <p>Evidence of working at pace in a complex multi-stakeholder environment.</p> <p>Excellent administration skills.</p>	<p>Experience working with CRM systems and/or Dynamics 365</p>
General Skills/Attributes	<p>Effective communication skills, excellent interpersonal skills and a high level of sensitivity.</p> <p>Ability to communicate effectively with members of the public, a range of professional groups, all levels of staff within states departments and politicians.</p>	

	<p>A high degree of integrity, confidentiality and diplomacy.</p> <p>Ability to deal with emotional and difficult information and a high degree of emotional resilience.</p> <p>Project administration skills, ability to organise multiple work requests and deliver to tight timescales.</p> <p>Highly resilient, maintaining effectiveness under pressure.</p> <p>Ability to work with minimal supervision.</p> <p>Attention to detail.</p> <p>Personal resilience to deal with challenging situations.</p>	
<p>Experience</p>	<p>Experienced in administration.</p> <p>Experience of working for Executives or very senior managers.</p> <p>Experience of working with a range of stakeholders, including those experiencing challenging circumstances.</p>	